

Worksheet for Congressional Visit

WHO and WHY				
Visitor			Rank Equivalency	
Accompanied by			Rank Equivalency	
Escorted by (OCLL, Budget Liaison, Other)				
Purpose of Visit				
Possible Issues				
WHEN and WHERE				
Arriving	Mode	Date & Time	Where	
Departing	Mode	Date & Time	Where	
DECISIONS -- Command Visibility				
Host	CG DCG for IET, Futures, Transformation, USAR, or ARNG Chief of Staff Other			
Command Greeting or Welcome	Type Full involvement Office Call Handshake Encounter Social Other	Who CG DCG DCG-IET Chief of Staff Other	Where In Office Briefing Location Arrival Point Other	When Upon Arrival Upon Departure During Briefings Lunch or Dinner Other

BRIEFING DETAILS			
Topics	Required	Optional	Other
	Location	Morning	
Host	Morning	Afternoon	Informed or Agreed (Yes/No)
Time for briefers to show up	Morning	Afternoon	Informed all briefers (Yes/No)
Presentation Medium Deskside Overhead Electronic			
Level of Briefers GO or SES Directorate Action Officer			
Name of Briefer		Title of Briefing (& allotted time)	Office & Phone Number
Other Attendees			Office & Phone Number

TAKE HOME PACKAGES

<i>Take Home Book</i>	No of color copies of charts	No of B&W copies of charts	Due Date	__ Informed Staff
				__ Received
<i>Fact Sheets</i> __ Informed Staff __ Received __ Included in Readahead Book	Subject			Due Date
<i>Handouts for visitors</i>	Command Publications			
	1. FM 100-5		4.	
	2.		5.	
	3.		6.	

READ AHEAD BOOK

<i>Prepared outline and tabs for one master copy</i>	No of copies (usually 3 - - for CG, DCG, CofS)	Alerted staff to provide input	Suspense for staff	Due Date
<i>Final readahead delivered to SGS</i>	No of copies (usually 3 - - for CG, DCG, CofS)	Alerted staff to provide input	Suspense for staff	Due Date

IN PROCESS REVIEWS (IPRs)

<i>IPR with Action Officer</i>	Date and Time	Location	Alerted Participants	Confirmed Attendance
<i>IPR With Host</i>	Date and Time	Location	Alerted Participants	Confirmed Attendance

Information to Discuss with Protocol Officer

TRANSPORTATION				
<i>Times & Locations</i>	<i>Arrival</i>	Departing for Pickup Trip		Departure Point
	<i>Departure</i>	Departing for Return Trip		Departure Point
BILLETING				
Location		Number in Party		Confirmation Information --
Location		Number in Party		Confirmation Information --
Other Billeting Information				
MEALS AND SNACKS				
MEALS	<i>Yes</i>	<i>No</i>		
<i>Host</i>	Meal 1	Meal 2	Meal 3	Meal 4
<i>Location</i>	Meal 1	Meal 2	Meal 3	Meal 4
<i>Restricted Diet</i>	<i>Yes</i> <i>No</i>	Specifics		
<i>Preferences</i>	Food		Beverage	
<i>Special Seating Instructions</i>	For Meals		For Briefings	
SNACKS <i>Yes No</i>	When		Where	
<i>Protocol Welcome Packet</i> <i>Yes No</i>	Coordinated contents with Protocol?		<input type="checkbox"/> Give upon arrival (in van) <input type="checkbox"/> Give upon departure (in van) <input type="checkbox"/> Placed at briefing seat <input type="checkbox"/> Placed in billeting area <input type="checkbox"/> Other	

MEMENTOS and MEDIA				
<i>For Main Visitor</i>	<i>Yes</i>	1st Choice	2nd Choice	3rd Choice
	<i>No</i>	Presented By		Time and Location
<i>For Accompanying Party</i>	<i>Yes</i>	1st Choice	2nd Choice	3rd Choice
	<i>No</i>	Presented By		Time and Location
<i>Photographer</i>	<i>Yes</i>	Time	Location	
	<i>No</i>			
<i>Media Opportunity</i>	<i>Yes</i>	Time	Location	
	<i>No</i>	Public Affairs Escort		

Miscellaneous Worksheets

ITINERARY WORKSHEET (visit overview)		
Estimated Time	Activity	Remarks

IPR ATTENDEES			
Name	Office	Briefer	Phone

IPR ATTENDEES			
Name	Office	Briefer	Phone

Points of Contact			
Name	Office	Phone & Fax	E-Mail